



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
HEADQUARTERS, 501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

REPLY TO THE
ATTENTION OF:

JUN 20 2013

IADK-Z

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Policy # 25, Command Supply Discipline and Property Accountability

1. References.

- a. AR 735-5, Policies and Procedures for Property Accountability, dtd 10 May 2013.
- b. AR 710-2 Supply Below the National Level, Appendix B, dtd 28 March 2008.

2. Purpose. The purpose of this policy is to prescribe policies and procedures that establish and ensure property accountability, stewardship and the elimination of fraud, waste, and abuse of our limited supply resources.

3. General. Commanders and Leaders at all levels will ensure every member of the 501st MI BDE practices good supply discipline in order to prevent fraud waste and abuse, and property loss. Company commanders will:

- a. Property accountability is leaders' business. I expect all leaders to be good steward of government property.
- b. Establish and maintain effective Command Supply Discipline Programs at the Company level.
- c. Ensure all property inventories are conducted IAW AR 710-2.
- d. Initiate AR 15-6 and/or DD FORM 200 Financial Liability for Property Loss Investigations IAW AR 735-5 when property loss, damage or destruction is discovered.

4. Specific. Fraud, Waste, and Abuse Prevention. Units must only order what is authorized and necessary and not reorder items until the exact requisition status is known. Units will store all supplies, equipment, and tools in approved storage areas, supply rooms, and motor pools. Commanders will ensure that appropriate security measures are applied to these areas. Commanders will also ensure that items and materials excess to their needs are properly disposed of.

a. **Change of Command Inventories.** Change of command inventories will be a joint process with both the outgoing and incoming commander. Outgoing company commanders will conduct pre-change of command inventories no later than 60 days

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from the start of the actual change of command inventory. In addition, Battalion Commanders and Property Book Officers (PBO's) will conduct separate change of command briefings with the incoming and outgoing commanders at least 30 days prior to the Company change of command. This briefing will include instructions on the importance of accurate joint inventories, the requirement for the outgoing commander to initiate all adjustment documentation prior to the change of command, and the availability of staff assistance throughout the inventory.

b. Monthly Hand Receipt Inventory metrics. Company commanders along with their supply personnel will submit their monthly supply discipline inventory update (to include primary hand receipts, cyclic and sensitive items) and memorandums to the PBO by the 25th of each month. If the 25th falls on a weekend or holiday then the documents must be submitted by the last working day prior to the 25th. During this time, commanders should address any property accountability issues or concerns.

c. For each company change of command, the incoming and outgoing commanders will schedule an in-brief and an out-brief with the brigade commander. The in-brief will take place prior to conducting the 100% inventory, and the out-brief will be conducted after the completion of the change of command inventory. Prior to the in-brief with the brigade commander, both incoming and outgoing commanders will receive a CSDP briefing from either the brigade PBO or the brigade S4.

(1) The outgoing commander will update all hand receipts and sub-hand receipts in coordination with the Battalion S4 and PBO. The commander will also update durable and non-expendable shortage annexes. Hand receipts and shortage annexes for installation and real property will be coordinated with the Installation Property Book Office.

(2) The incoming commander will conduct a 100-percent physical inventory and will inspect each item for completeness and serviceability. Incoming commanders will not sign for any property that is not on hand or on a valid shortage annex. Initiate all adjustment documents and all sub-hand receipts prior to signing for the property.

d. Commander's responsibilities at all levels. Commanders will exercise overall staff supervisory responsibility and authority over CSDP programs. Commanders will:

(1) Appoint in writing a CSDP Coordinator IAW AR 710-2 Appendix B.

(2) Ensure all property is on a current hand receipt/component hand receipt down to the user level.

(3) Review hand receipts and update shortage annexes/component hand receipts at least once a quarter based on the date of the oldest change document.

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(4) Ensure property accountability through monthly cyclic and sensitive items inventories. Company Commanders will personally complete the 10 percent cyclic inventory each month. Monthly 100-percent sensitive items inventories will be completed by an individual in the rank of E-7 or above. All inventories will be annotated on unit training schedules.

e. Financial Liability/AR15-6 Investigations. When Government property is lost, damaged or destroyed, a Financial Liability Investigation is required (i.e. initiated through the S4). AR 735-5 Para. 13-3 provides several instances for when a FLIPL is required. When the property in question is a sensitive item, an AR 15-6 investigation is also required.

(1) Within the first 15 days of determination of property loss and prior to issuing a statement of charges or initiating a FLIPL, units will use all available means to conduct causative research to include 100% inventories. In addition, Inspection of supporting documents, PBUSE transaction history, and Logistical information Warehouse are tools that will be used for conducting causative research.

(2) The appointing authority will assign a Financial Liability Investigation Officer whose primary duty will be to conduct an investigation and provide recommendations to the approving authority.

(3) All FLIPLs will be completed no later than 75 days from the date the loss was discovered. Late FLIPLs must be accompanied by a letter of lateness endorsed by the Battalion Commander.

(4) All DD Form 200s will be signed and routed digitally, except when extenuating circumstances require written signatures.

(5) The approving authority for a Financial Liability Investigation will be the Brigade Commander. For final loss or damage of \$100,000 or greater or any final loss of a controlled item, the Approving Authority will be the first General Officer in the rating chain.

5. PBO. The PBO serves as the commander's CSDP subject matter expert and is responsible to ensure that all relevant CSDP policies, procedures, and training are kept current and relevant on behalf of the Commander. CSDP responsibilities include, but are not limited to:

a. Serving as the commanders CSDP monitor, trainer, and evaluator throughout the brigade.

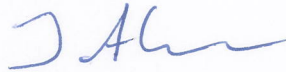
b. Serves as the commanders "Honest Broker" and subject matter expert concerning CSDP issues.

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c. Responsible for the commanders CSDP documentation (i.e. property books, Sensitive Item Inventories, Cyclic Inventories, transaction documents, and FLIPL documentation).

6. The point of contact for this memorandum is CW2 Curtis Campbell at DSN 764-0827 or Curtis.d.campbell.mil@mail.mil.



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Distribution: